



McKinney-Vento Homeless Assistance Act Grant



Request for Application (RFA) to Participate in the McKinney-Vento Homeless Assistance Act Three-year Grant Cycle 2003 - 2006

The California Department of Education (CDE) invites local educational agencies (LEAs) to participate in the federally funded *McKinney-Vento Homeless Assistance Act* via an application grant process. The intent of these grants is to facilitate the enrollment, attendance and success in school of homeless children and youth. In addition, the grant will help ensure that children and youth who are homeless have equal access to the same free, appropriate public education as provided to all other students. Each grant will be awarded on the basis of the need of the LEA for assistance and the quality of the application submitted. Districts must comply with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and a program description must be included in their local educational agency plan (LEAP).

LEAs that are interested in submitting an application must submit a Letter of Intent (Appendix A) to CDE's, *Title I Policy & Partnerships Office*, by 5:00 p.m. on **Friday, December 13, 2002**. Please mail or fax the Letter of Intent to:

**Leanne Wheeler, Education Programs Consultant
California Department of Education
Title I Policy & Partnerships Office
1430 N Street, Suite 4309
Sacramento, CA 95814
FAX: (916) 319-0151**

Note: Please do not mail an original if you have faxed us a copy. Thank you.

Applications must be received by 5:00 p.m. on **Friday, March 21, 2003** to CDE's *Title I Policy & Partnerships Office*.

Please send applications to:

**Leanne Wheeler, Education Programs Consultant
California Department of Education
Title I Policy & Partnerships Office
1430 N Street, Suite 4309
Sacramento, CA 95814**

Note: Applicants are advised that a US Postal Service postmark is not documentation as proof of receipt of any application. In addition, overnight delivery services do not necessarily deliver in one day. It is the applicants responsibility to ensure that the application is received on, or prior to, the stated due date.

This application packet includes the following:

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Background and History

In July 1987, Congress passed the McKinney Homeless Assistance Act. The McKinney Act was an omnibus bill designed to assist homeless individuals through improving such services as emergency shelters, health care, and job training. Subtitle VII-B of the Act specifically addresses the education of homeless children and youth. In 1994, the *Improving America's Schools Act (IASA)* was signed into law. IASA provided a new framework for federal support for education that represents a major vehicle to advance the quality of teaching and learning for all students, including students served through the McKinney Act. It is the policy of the US Congress that students living in homeless situations be provided opportunities to meet the same challenging content and performance standards to which all other students are held accountable. The McKinney Act emphasizes the critical need for collaboration and coordination between the LEA, other agencies providing service to homeless children and youth, and other state and federal educational programs.

On January 8, 2002, President Bush signed into law the *No Child Left Behind Act of 2001*. This legislation reauthorizes the McKinney-Vento Homeless Assistance Act's Education for Homeless Children and Youth (EHCY) program. The new legislation incorporates many policies and practices that have proven successful at the local and state level. These provisions are designed to improve the school stability, access, and support to facilitate the academic achievement of children and youth who are homeless.

Definition of Homeless

The term 'homeless children and youths'

- (A) means individuals who lack a fixed, regular, and adequate nighttime residence; and
- (B) includes –
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - ii. children and youths who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and,
 - iv. migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)...[725(2)]

Age range applies to children and youths who are eligible for public education, including preschool, under state or federal law.



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Purpose of McKinney-Vento Homeless Assistance Act Grants

Since 1988, CDE has administered federal McKinney-Vento Act program funds. These funds are used to facilitate the enrollment, attendance, and success in school of homeless children and youth. Although funding levels for 2003-2006 are uncertain at this time, grant award amounts will be based on anticipated funding levels. Based on current legislation, LEAs may use these grant funds for activities that carry out the purpose of the law including the following:

1. Tutoring, supplemental services and enriched educational services that are linked to the achievement of the same challenging academic standards established for all children and youths;
2. Expedited evaluations of the strengths and needs of homeless children and youths, including needs and eligibility for programs and services (GATE, Special Education, ELD, Vocational Education, etc.)
3. Professional development and other activities for educators and pupil services personnel that are designed to heighten the understanding and sensitivity of such personnel to the needs of homeless children and youths, the rights of such children and the specific needs of runaway and homeless youths;
4. Referral services to homeless children and youths for medical, dental, mental and other health services;
5. Assistance to defray the excess cost of transportation for students not otherwise provided through federal, state or local funding, where necessary, to enable students to attend the school;
6. Developmentally appropriate early childhood education programs, not otherwise provided through federal, state, or local funding for pre-school-aged homeless children;
7. Services and assistance to attract, engage and retain homeless children and youths in public school programs and services provided to non-homeless children and youths;
8. Before- and after-school mentoring and summer programs that provide tutoring, homework assistance and supervision of educational activities of homeless children and youths;
9. The payment of fees and other costs associated with tracking, obtaining, and transferring records necessary to enroll homeless children and youths in school;
10. Education and training for the parents of homeless children and youths about the rights of and resources available to such children and youths;
11. The development of coordination between schools and agencies providing services to homeless children and youths;
12. Pupil services (including violence prevention counseling) and referrals for such services;
13. Activities to address the particular needs of homeless children and youths that may arise from domestic violence;
14. The adaptation of space and purchase of supplies for non-school facilities to provide services;
15. School supplies, including those supplies to be distributed at shelters or temporary housing facilities, or other appropriate locations; or
16. Other extraordinary or emergency assistance needed to enable homeless children and youths to attend school.



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Applicant Eligibility

LEAs (county offices of education, school districts, and charter school receiving direct funding) are eligible and encouraged to apply for *McKinney-Vento Homeless Assistance Act* funds.

Application Review and Grant Award Process

All applications meeting the requirements will be read and scored by a reading team of two trained readers, individually. The readers will discuss the application and write comments. This team will consist of a broad-base of representatives from schools (teachers and administrators), district/central offices, private and community foundations, county offices of education, and CDE. Other experts may be consulted as needed. Each application will be rated on its own merit. Under Part II: Application Narrative & Budget, each section's requirements are given a specific point value. If the narrative addresses the objective and is compliant with the *McKinney-Vento Homeless Assistance Act*, full point value will be given. If the narrative does not address the objective or is not compliant with the *McKinney-Vento Homeless Assistance Act*, no points will be given.

Criteria and Scoring System

A competitive review of the quality of the application and the need expressed within will be the primary criteria for the selection of grantees. Grants will be distributed to LEAs representing northern, central, and southern California from urban, suburban, and rural areas.

Initial Screening

All applications will be screened for compliance. Applications must:

- a) Be **received** by CDE, *Title I Policy & Partnerships Office*, by 5:00 p.m. **on Friday, March 21, 2003** (faxed applications will not be accepted);
- b) Contain requested information and appropriate signatures in Part I: Application Information; and,
- c) Complete Part II: Application Narrative & Budget (Section A through F), be limited to 17 pages using 12 font type and one inch margins (pages beyond page 17 will not be read).

Length of Award Period

McKinney-Vento Homeless Assistance Act grants will be made available for a three-year period. Funding is contingent upon federal allocations to CDE. On an annual basis, the LEA grantee will submit to CDE a request for continuation funding with an appropriate budget. Continuance of the award is based on the success and performance of the prior year's award. It is the goal of CDE to assist grantees to build on past experiences through the continuation application process. LEA grantee continuation applications will offer continuity, predictability and meaningful program development for children and youths who are homeless and their families in California.



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Determination of Award Amounts

The actual amount of funding awarded to grant applicants will depend upon how well the application budget supports the proposed program based on the number of students served, the array of services to be provided, and services and resources that may be available from other agencies. Amounts requested should be commensurate with the scope of the planned program. Grant applicants can request amounts ranging from \$50,000 to \$200,000 based on need.

Generally, if an applicant's program application is of sufficient quality, is well-justified in terms of the needs, the budget submission is realistic and well supported, and the applicant demonstrates an ability to meet the needs of students living in homeless situations, the application will be funded at the level requested. CDE reserves the right to fund applications at a lesser amount if it is judged that the application can be implemented with less than the original level requested, or if federal funding is not sufficient to fully fund all applications that merit award. CDE and/or the grantee may terminate the grant given a thirty-day notice.

Award Notification and Issuance of Funds

Initial notification of awards will be made in writing on or before Friday, May 30, 2003. The first payment will be made approximately sixty days after the starting date of the grant award period. The grant award period is from July 1, 2003 to June 30, 2006 contingent upon federal funds and successful requests for continuation funding by the LEA grantee.

Application Information 2003 - 2006

Applicants must submit one (1) signed original application and three (3) copies. Applications must be *received* by CDE, *Title I Policy & Partnerships Office*, by 5:00 p.m. on **Friday, March 21, 2003**.

Please send applications to:

**Leanne Wheeler, Education Programs Consultant
California Department of Education
Title I Policy & Partnerships Office
1430 N Street, Suite 4309
Sacramento, CA 95814**

Please contact Leanne Wheeler at (916) 319-0383 or Karen Lints at (916) 319-0384 for additional information.



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PART I: Application 2003-2006

NOTE: LEA grantee awards are contingent upon CDE's receipt of a McKinney-Vento Homeless Assistance Act, Education of Homeless Children and Youths grant for fiscal year 2003-04 from the United States Department of Education.

Please Print or Type

Name of LEA:	
Address:	
City, State, Zip Code:	
County:	County/District Code:
Total Funds Requested: FY 2003-04:	
Contact Person/Title:	Telephone:
E-mail:	FAX:
Homeless Liaison:	Telephone:
E-mail:	FAX:
Name of Superintendent or Designee:	Telephone:
<i>Certification: I hereby certify that all applicable state rules and regulations will be observed and that, to the best of my knowledge, the information contained in this application is correct and complete. I also certify that the funds will be used to supplement existing programs and meet all requirements listed for this grant.</i>	
<hr/>	
Signature of Superintendent or Designee	Date
<hr/>	
Signature of Homeless Liaison	Date
<hr/>	
Signature of Title I Director	Date



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Part II: Application Narrative & Budget

ABSTRACT (Not Scored): Provide an overview of the proposed project not to exceed one page. State the services, programs, and the problems to be addressed through the provision of these services. Describe the area to be served and briefly discuss demographics.

Section A: NEEDS ASSESSMENT

25 points

State how the need for services to homeless children and youth is determined.

- 1) Describe the need to implement a homeless education program. Provide reliable, valid, and comprehensive information on the nature and extent of the problem homeless children and youths in your service area have in: (5 points)
 - (a) immediate enrollment (enrollment is defined as attending classes and participating fully in school activities); (3 points)
 - (b) remaining at school of origin; (3 points)
 - (c) improving success in public preschool, elementary, and secondary schools; and, (3 points)
 - (d) accessing specialized services when eligible. (3 points)
- 2) Include the number and the method of identifying homeless children and youth enrolled in preschool, elementary, and secondary schools within the area to be served. (4 points)
- 3) Describe your method of identifying children and youth who may not be currently enrolled in school, i.e., living in motels, transitional housing, etc. (4 points)

Section B: PROGRAM DESCRIPTION

25 points

- 4) Describe how the program implements the *No Child Left Behind Act of 2001* and the McKinney-Vento Homeless Assistance Act as it relates to homeless children and youth. (5 points)
- 5) Describe how McKinney Act authorized activities (SEC.723 (d)) will be uniquely utilized to assist students to enroll, attend, and succeed in school that are not available through other programs. (5 points)
- 6) Describe how the LEA will provide academic support to ensure homeless children and youths acquire the core curriculum. Include specific programs, intervention strategies, and information provided to homeless children and youths to ensure equal access to comparable services provided to non-homeless pupils who receive district, state and federally funded programs. (4 points)
- 7) Describe a professional development plan that expands the learning of staff, parents, families, and organizations about the needs of families and students living in homeless situations. (4 points)



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8) Describe the LEA's dispute resolution procedures for resolving disputes regarding the educational placement and services of homeless children and youth. (4 points)

9) Describe efforts to support parent involvement in the academic success of their children. (3 points)

SECTION C: COLLABORATION

20 points

Describe the LEA's collaboration and coordination efforts.

10) Describe coordination and collaboration with private, public, and other entities that serve homeless children and youths, including preschool-aged children, as identified in the applicant needs assessment. Include how services with local shelters, other community service providers, and housing agencies working with homeless families will be coordinated. (5 points)

11) Describe the collaboration and integration of services for homeless children and youths that link with Title I and make use of existing, and/or proposed use of, Title I Part A Reservation funds. (5 points)

12) Describe how services are designed to supplement educational activities provided as part of the school's regular academic program and do not supplant existing programs. (5 points)

13) Describe policies and procedures that will be implemented to ensure that activities carried out will not isolate or stigmatize homeless children and youth. State how services are provided in mainstream educational settings. (5 points)

Section D: EVALUATION

15 points

Provide a description of the evaluation process that demonstrates that the impact of the program can be measured in terms of the performance of homeless students and other successes of the program.

14) Describe program impact as it enables homeless children and youth to meet content and performance standards expected of all students. (8 points)

15) Specifically address multiple evaluation measures and include how student achievement results will be linked with program evaluation. (7 points)

Section F: SUSTAINABILITY

5 points

16) Describe how the LEA will work toward sustainability.



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Section E: BUDGET

15 points

Note: McKinney-Vento Act funds are to be used for educational supplemental services/programs. They are not intended to supplant services/programs already in existence. In addition, McKinney-Vento Act funds cannot be used for direct housing services, i.e., motel vouchers, rent, utility bills.

17) Complete the itemized budget, below, for year one of the plan. (7 points)

18) Describe how expenditures support and justify the program description in a narrative. (7 points)

19) Describe In-Kind Contributions. (1 point)

<p align="center">McKinney-Vento Homeless Assistance Act Budget Request For Grant Period of July 1, 2003 to June 30, 2004</p>
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District: _____

Person Completing Form: _____ Telephone: _____

Summary of Budget for Grant Period of July 1, 2003 to June 30, 2004

Description : SACS and Non-SACS Expenditure Codes	Grant Budget	In Kind/Local Share	Total
1000-1999 Series Certificated Personnel			
2000-2999 Series Classified Personnel			
3000-3999 Series Employee Benefits			
4000-4999 Series Books & Supplies			
5000-5999 Series Services			
6000-6599 Series Capitol Outlay			
7000-7299 Series Tuition			
SUBTOTAL			
7300-7399 Series Direct Support/Indirect Indirect Rate _____%			
TOTAL			

Grantee certifies that the above expenditures will be made and that this project will be conducted in accordance with all requirements included in the Grant Award.

PART III: Attachments

Provide memorandum(s) of understanding and letter(s) of support when appropriate.



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Appendix A – Letter of Intent

Intent to Submit a McKinney-Vento Homeless Assistance Act Application

If you intend to submit an application for a McKinney-Vento Homeless Assistance Act, please complete the sections below and return this form by 5:00 p.m., on **Friday, December 13, 2002**. This intent does not obligate the LEA in any way, but provides useful information for preparing for the review process.

Please mail or fax to:

Leanne Wheeler, Education Programs Consultant
California Department of Education
Title I Policy & Partnerships Office
1430 N Street, Suite 4309
Sacramento, CA 95814
FAX: (916) 319-0151

Note: Please do not mail an original if you have faxed us a copy. Thank you.

McKinney-Vento Homeless Assistance Act Intent to Submit an Application

Applicant (LEA):	Contact person:
CDS Code:	Title :
Address :	Telephone :
City:	FAX:
Zip:	E-mail:

*Note: Failure to return this form will **not** disqualify you from applying.*